# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: <u>CITY LAND SURVEYOR</u>					
Salary Range: NR 44 – Management Benefit Level B					
Position Description (Working Title): City Land Surveyor					
Incumbent:					
Location: Public Works/Engineering - Survey					

#### GENERAL PURPOSE:

Under the direction of the City Engineer and Public Works Director, supervise, plan, organize, and direct the activities and operations of the Survey Section of the Public Works Engineering Division; train, supervise, assign, and review the work of assigned personnel; assure efficient and effective functioning of the Survey Section.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Survey Section. The incumbent is the designated responsible surveyor for the City. The incumbent directly supervises employees in the Survey Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; recommending terminations as appropriate; surveying calculations; preparing legal descriptions and drawing preparations; project management; interdepartmental, public and government interaction; and records maintenance.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy practice and/or objective.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as designated responsible surveyor for the City as mandated by State law. Stamp, sign, and seal surveying documents as required by state law.

Plan, organize, direct and coordinate land survey section to assure efficient and effective operation of the section.

Interview, train, and hire employees; plan, assist, direct, and evaluate work in progress and upon completion; appraise performance; recommend promotion and disciplinary

actions; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Coordinate, develop, present, and monitor the section budget; conduct independent research and analysis of programs, expenditures, and costs; evaluate information and recommend alternative courses of action to assure conformance with budget limitations and established fiscal policies; prepare and submit annual budget to the Public Works Director or designee for approval; conduct periodic reviews of the operating and capital improvement budget status.

Research legal information, existing rights of way, easements, and public and private survey data from City, County, and State records.

Compute existing and proposed boundaries, rights of way, easements, and public and private survey data from City, County, and State records.

Write legal descriptions for property and easement acquisition or sale by property management.

Routinely make surveying computations, calculation of state plane coordinates, and adjustment of field traverses and level runs.

Evaluate and direct Global Positioning System surveys.

Establish, maintain, update, and disseminate Public Land Survey System and National Geodetic Reference System, horizontal and vertical control network data for use in City projects in accordance with legal requirements.

Compute and reduce field notes; compute and prepare cut sheets for utility and street construction.

Provide peer review of Assistant Land Surveyor's work and work submitted to the City from the private sector for accuracy, methodology, and compliance with applicable city, county and state ordinances, codes, and statutes.

Assist public with matters related to surveying within the City boundaries and compliance with City and State regulations.

Develop and manage consultant contracts for professional and technical services.

Advise and consult with City staff on technical issues relating to code compliance, rights of way, subdivision design, mapping, and surveying.

Review and recommend changes or modifications to City ordinances relating to land development and surveying, ensuring compliance with State laws.

Prepare and maintain reports, records, and archives regarding survey operations and activities.

Oversee performance standards and direct necessary adjustments as required.

Represent City at various interagency, intergovernmental meetings, and surveying conferences; attend City meetings, hearings and conferences as required.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director for the major accomplishments and projects for each Budget Year relating to the strategic plan and goals of the City and Department.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Survey techniques, terminology, and equipment
- Public Land Survey System
- Federal, State, and local laws, ordinances, rules, regulations, and judicial decisions affecting surveying
- Mathematical principles including, but not limited to, trigonometry, geometry and algebra
- Principles and practices of civil engineering and the Global Positioning System
- Cartographic methods and standards
- Modern construction practices
- Land development
- Supervisory principles and practices
- Budget preparation and administration
- Proper use of English grammar, spelling, punctuation, and vocabulary
- Modern office practices, procedures, and equipment including, but not limited to, calculators, computers, and related software such as word processing, spreadsheet programs, coordinate geometry, and AutoCad
- National Geodetic Reference System
- Advanced boundary survey theory and practice

### SKILLED IN:

- Application of survey methods, techniques, and equipment
- Use of survey-related field and office hardware and software
- Research methods
- Preparing legal descriptions and drawings

- Performance of applied mathematics and accurate survey computations
- Preparation and administration of project and division budgets
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Preparation of accurate and understandable field notes, sketches, drawings and reports
- Reading and interpreting civil engineering, construction, and architectural plans and specifications
- Effectively organization and expression of ideas through use of oral and written communications
- Application of principles and practices of supervision and training
- Project management, scheduling and critical path analysis
- Working effectively with City staff, other agencies, contractors, developers, and general public
- Mentoring, training, and motivating others

### **ABILITY TO:**

- Read, interpret, and work from engineering, construction, shop, and architectural drawings, maps, and sketches
- Prepare accurate and legible field notes, sketches, and reports
- Perform professional and sub-professional field survey work
- Maintain accurate records
- Clean and adjust survey instruments
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with co-workers, elected officials, managers, employees, and the public
- Observe legal and defensive driving practices
- Perform effectively as a team member
- Compose, proofread, and edit work-related documents
- Read, analyze, and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Speak effectively and present information in one-on-one and small group situations to the public and other employees of the organization
- Apply basic and advanced mathematical concepts including, but not limited to, addition, subtraction, multiplication, division, computation of fractions, ratios, percentages, proportions; draw and interpret graphs and charts; work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Interpret a variety of technical instructions in mathematical or diagram form and work with several abstract and concrete variables
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems

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## EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school or GED supplemented by two (2) years of college

level course work in land surveying and engineering or an equivalent community

college or trade school program in land survey; and

Experience: Minimum of eight (8) years of surveying at a level of responsible charge as

demonstrated by the acquisition of a Washington State Professional Land Surveyor's license, the last three (3) years of which must be at a supervisory

level.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

### LICENSES AND OTHER REQUIREMENTS:

 Professional license in good standing as a Land Surveyor provided by the State of Washington

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must be able to successfully pass the City's pre-employment driver's record check
- Must successfully complete the City's Defensive Driving course; and maintain an excellent driving record

# MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer including technical, drafting, engineering applications, Microsoft Office applications, GIS, GPS, and AutoCad programs, printers, telephone, and fax and copy machine.

Standard and specialized hand and power machines, tools, and equipment used in surveying including, but not limited to levels, electronic measuring equipment, theodolites, total stations, data collectors, rods, plotters, levels, GPS systems, and calculators.

The incumbent may also be required to operate a city vehicle to drive from site to site.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear normally with or without mechanical assistance.

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Frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The incumbent may occasionally required to stand, walk, and reach with hands and arms.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### WORKING CONDITIONS:

Work is performed in an indoor environment and an outdoor field environment; subject to driving from site to site; may be exposed to individuals who are irate or hostile; and noise level in the work environment is usually moderate in the office and loud in the field.

SIGNATURE	S:			
Incumbent's	s Signature	 Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee		Date	Employee Services Director	r/Designee Date
**Note:	This document	will be reviewed	and updated annually at	the time of the

duties of this position are changed significantly.

employee's performance appraisal; when this position becomes vacant; or, if the

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